

Acronym/abbreviation	Term	Where first cited in the HHSAR
GWAC .....	Government-wide acquisition contract .....	304.803–70(b).
HCA .....	Head of the Contracting Activity .....	301.470(a).
HHS .....	(Department of) Health and Human Services .....	301.101(a).
HHSAR .....	Health and Human Services Acquisition Regulation .....	301.101(a).
HRSA .....	Health Resources and Services Administration .....	301.270(b).
HUBZone .....	Historically Underutilized Business Zone .....	305.205(a)(2).
IDIQ .....	indefinite-delivery, indefinite-quantity (contract type) .....	301.603–70(b).
IHS .....	Indian Health Service .....	301.270(b).
IT .....	information technology .....	301.604–74(a).
JOFOC .....	Justification for Other than Full and Open Competition .....	306.303–1(b)(1).
NIH .....	National Institutes of Health .....	301.270(b).
OCIO .....	Office of the Chief Information Officer (for HHS) .....	301.603–73(a).
OFMP .....	Office of Facilities Management and Policy (for HHS) .....	301.603–73(a).
OGAPA .....	Office of Grants and Acquisition Policy and Accountability .....	301.270(b).
OGC .....	Office of the General Counsel .....	301.602–3(c)(5).
OIG .....	Office of the Inspector General .....	303.104–7(a)(2)(i).
OMB .....	Office of Management and Budget .....	301.106.
OPDIV .....	Operating Division .....	301.603–73(a).
OS .....	Office of the Secretary .....	302.101(a).
OSDBU .....	Office of Small and Disadvantaged Business Utilization (in OS) .....	307.104(a)(4).
Pub. L. ....	Public Law .....	304.604.
PWS .....	performance work statement (typically cited with SOW) .....	304.1300(c).
PSC .....	Program Support Center (in OS) .....	301.270(b).
R&D .....	research and development .....	301.607–72(b).
RFI .....	Request for Information .....	305.205(a).
SAMHSA .....	Substance Abuse and Mental Health Services Administration ....	301.270(b).
SBS .....	Small Business Specialist (in OSDBU) .....	307.104(a)(4).
SF .....	Standard Form .....	301.603–1(b).
SOW .....	statement of work [inclusive of specification(s)] and typically cited with PWS.	304.1300(c).
SPE .....	Senior Procurement Executive— <i>i.e.</i> , Associate DAS for Acquisition.	301.603–71.
STAFFDIV .....	Staff Division (in OS) .....	311.7001(b).

[74 FR 62398, Nov. 27, 2009, as amended at 75 FR 21510, Apr. 26, 2010]

### Subpart 302.71—HHS Standard Templates and Formats

#### 302.7100 HHS standard templates and formats.

HHS has developed standard templates and formats for preparation of

various acquisition documents, reports, and plans. The templates and formats, which contain instructions for their completion, may be accessed on the ASFR/OGAPA/DA Internet Web site. A complete listing of the standard templates and formats and where they are referenced in the text are cited in the table below:

Title of template/format	HHSAR reference
Acquisition Plan .....	307.7103.
Acquisition Plan Waiver Request .....	307.7101(b)(2).
Acquisition Strategy .....	307.104–70.
Annual Acquisition Plan .....	307.104(a)(5).
Competition Advocate Report .....	306.502(b).
Contract File Checklists .....	304.803–70.
FedBizOpps R & D Sources Sought Notice .....	305.205(a)(3).
FedBizOpps Request for Information .....	315.201(e)(4).
FedBizOpps Small Business Sources Sought Notice .....	319.202–2(a)(3).
FedBizOpps Sources Sought Notice .....	310.001(a)(3)(iv).
Justification for Other than Full and Open Competition .....	306.303–1(b)(1).
Limited Source Justification .....	308.405–6(g)(1)(i).
Request for Information .....	315.201(e)(4).